

Twitter Thread by Blake Burge ■



Blake Burge ■

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10 time-saving Excel functions you should be using: ■

WORKDAY:

Customers need to know when the job will be done.

The Workday function allows you to easily calculate the time between your start date and a specified number of "business days" in the future.

Automatically exclude weekends & holidays of your choosing.

Like this:

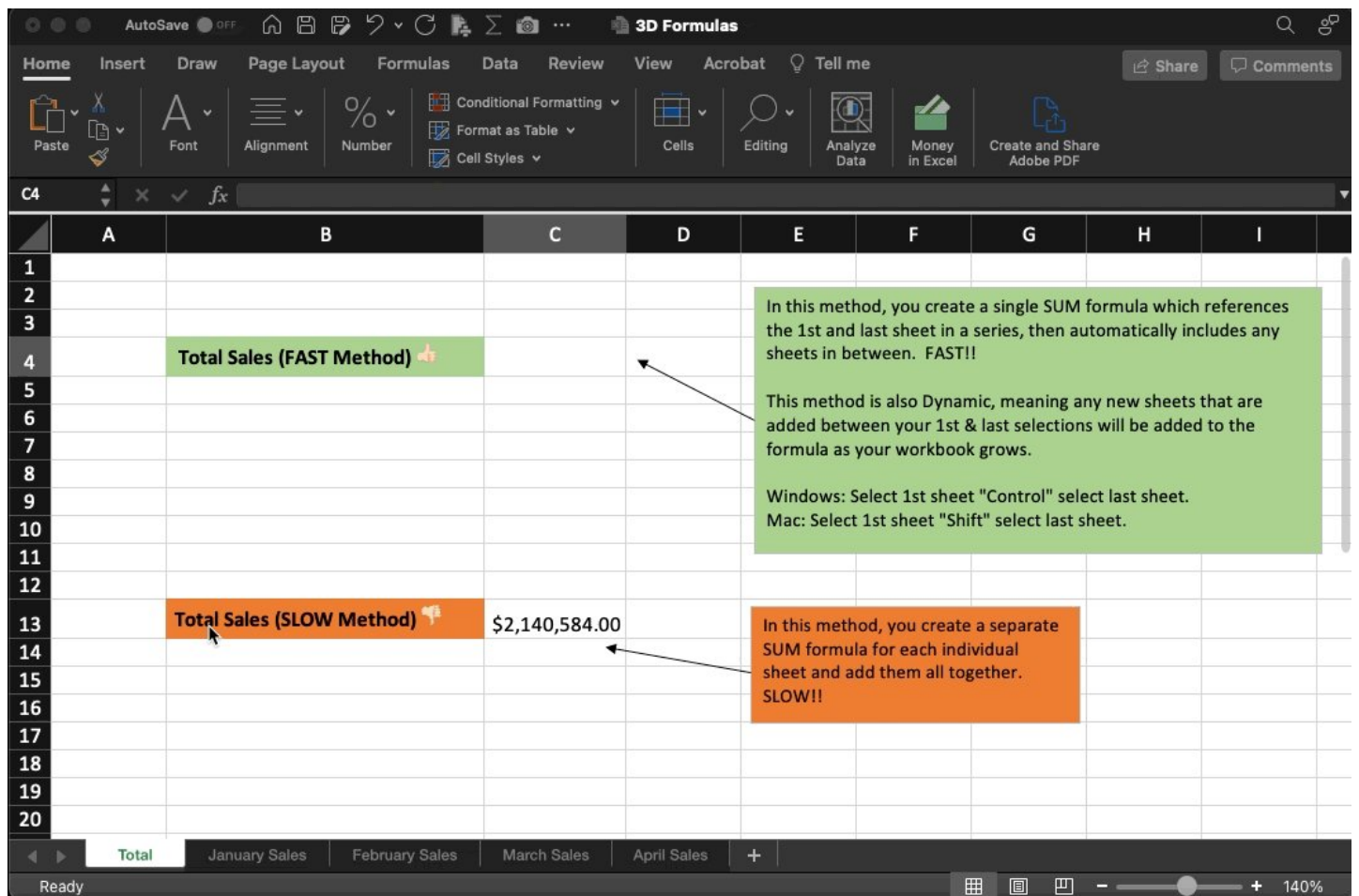
	A	B	C	D	E	F	G
1							
2							
3							
4							
5	Order Received Date	14 Business Days		2022 Federal Holidays	Invoice#	Product Type	Sale Amount
6	1/5/22			1/1/22	123456	Electronics	\$36,489.00
7	1/10/22			1/17/22	256789	Housewares	\$25,467.00
8	1/14/22			2/21/22	245679	Lawn & Garden	\$25,467.00
9	1/25/22			3/8/22	234567	Sporting Goods	\$65,874.00
10	2/1/22			3/30/22	254879	Housewares	\$45,896.00
11	2/7/22			4/17/22	457854	Housewares	\$36,548.00
12	2/15/22			6/19/22	345678	Lawn & Garden	\$45,216.00
13	2/17/22			7/4/22	456789	Lawn & Garden	\$25,216.00
14	2/23/22			9/5/22	456897	Sporting Goods	\$98,541.00
15	3/1/22			10/10/22	124987	Electronics	\$21,452.00
16	3/6/22			11/11/22	567890	Electronics	\$36,254.00
17	3/9/22			11/24/22	654897	Housewares	\$25,185.00
18	3/15/22			12/25/22	256547	Sporting Goods	\$47,541.00
19							
20							
21							
22							
23							

3D FORMULAS:

Let's say you want to add up the values in Column 'D' on 4 different sheets & show a single total.

Quit wasting time on SUM formulas that reference each sheet individually.

3D lets you select the 1st + last sheet in a series and dynamically include any in between.



AGGREGATE:

This function returns the result of an aggregate calculation like Average, Count, Sum, Max, or Min.

What makes it special?

Aggregate performs these functions while allowing you to ignore errors, hidden rows, blanks, and more.

Here's how:

AutoSave OFF									
Book1									
Home Insert Draw Page Layout Formulas Data Review View Acrobat Tell me									
Share Comments									
Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Analyze Data Money in Excel Create and Share Adobe PDF									
D11 36548									
	A	B	C	D	E	F	G	H	
1									
2			Total (AGGREGATE)						
3			Total (SUM)	#VALUE!					
4									
5	Date	Invoice#	Product Type	Sale Amount					
6	1/5/22	123456	Electronics	\$36,489.00					
7	1/10/22	256789	Housewares	\$25,467.00					
8	1/14/22	245679	Lawn & Garden	\$25,467.00					
9	1/25/22	234567	Sporting Goods	\$65,874.00					
10	2/1/22	254879	Housewares	\$45,896.00					
11	2/7/22	457854	Housewares	\$36,548.00					
12	2/15/22	345678	Lawn & Garden	\$45,216.00					
13	2/17/22	456789	Lawn & Garden	#VALUE!					
14	2/23/22	456897	Sporting Goods	\$98,541.00					
15	3/1/22	124987	Electronics	\$21,452.00					
16	3/6/22	567890	Electronics	\$36,254.00					
17	3/9/22	654897	Housewares	\$25,185.00					
18	3/15/22	256547	Sporting Goods	\$47,541.00					
19									
20									
21									
22									
23									
Sheet1									
Ready									
140%									

IFS FUNCTION:

The IFS function tests multiple conditions to find out if they are true based on the criteria you provide.

Here, we're going to test if our monthly sales increased, decreased, or remained static in relation to our average.

Use '\$' to lock in the reference cell.

	A	B	C	D	E	F
1	Monthly Sales Analysis					
2						
3						
4		Average Monthly Sales 2021	\$256,879.00			
5						
6		Total Revenue	Increase / Decrease / Static			
7	January 2022 Sales	\$275,698.00				
8	February 2022 Sales	\$256,879.00				
9	March 2022 Sales	\$124,987.00				
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

SORTBY:

I'm a fan of organized data.

What I'm not a fan of?

Manually updating my sort every time something changes or new information is added.

Here's an easy fix.

With the SORTBY function, we can create a table that dynamically adjusts along with our data in real-time.

Source Data formatted as a Table

Product Type	Order Received Date	Sale Amount
Electronics	1/2/22	\$36,489.00
Housewares	1/4/22	\$25,467.00
Lawn & Garden	1/7/22	\$25,467.00
Sporting Goods	1/11/22	\$65,874.00
Housewares	1/15/22	\$45,896.00
Housewares	1/17/22	\$36,548.00
Lawn & Garden	1/19/22	\$45,216.00
Lawn & Garden	1/21/22	\$25,216.00
Sporting Goods	1/24/22	\$98,541.00
Electronics	1/25/22	\$21,452.00
Electronics	1/27/22	\$36,254.00
Housewares	1/29/22	\$25,185.00
Sporting Goods	1/30/22	\$47,541.00

SORT | Total | January Sales | February Sales | March Sales | April Sales | +

Ready | 100%

PROPER / CONVERT

- Proper: Quickly check your work & fix typing errors to ensure you have proper case.

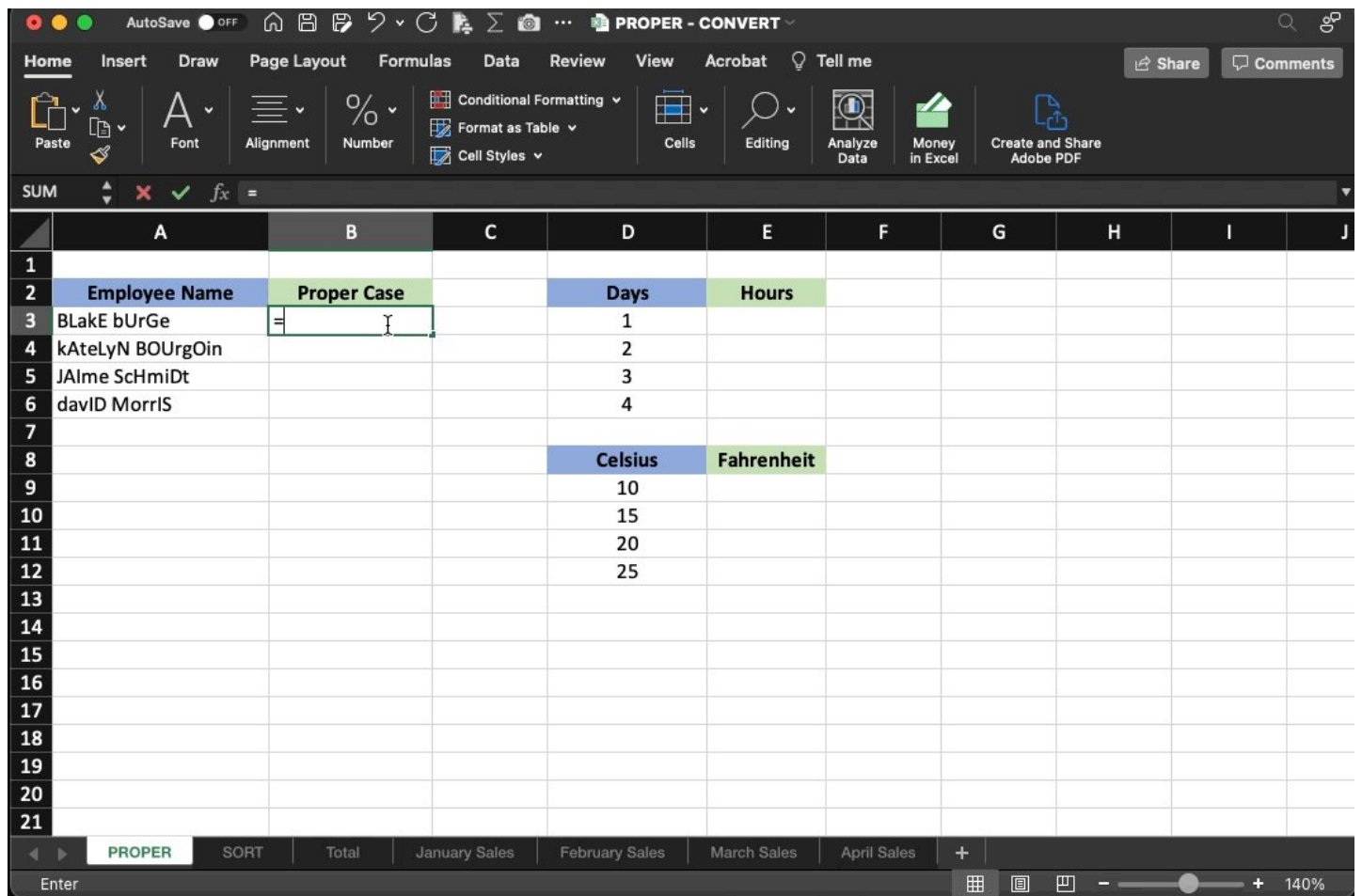
Helpful when importing data from an outside source.

- Convert: Easily convert data into an alternate unit of measure.

Days → Hours

Celsius → Fahrenheit

+ Many more!



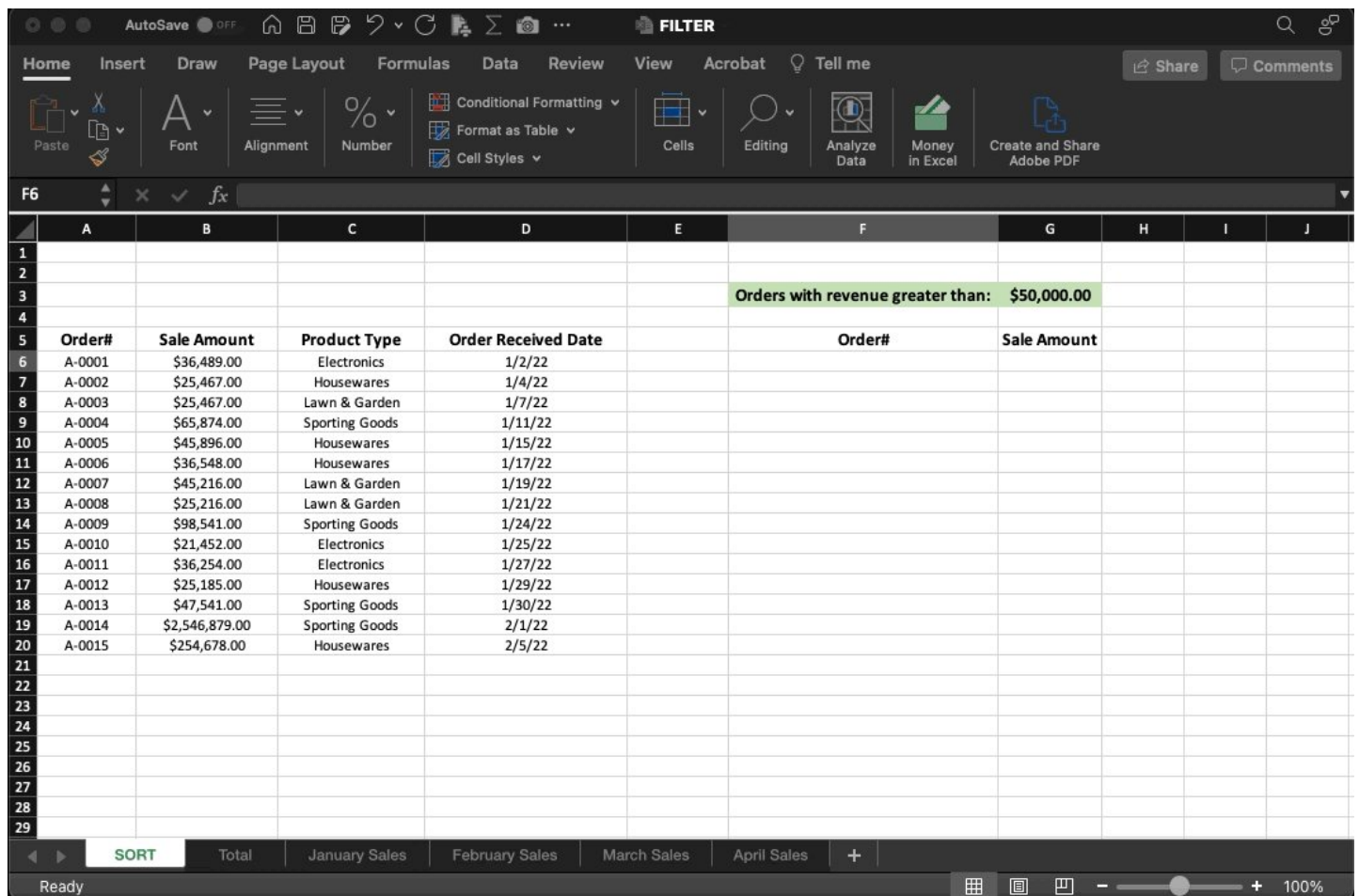
FILTER:

Using the Filter function we can create dashboards that allow us to view results from our data that meet specific criteria.

For example:

Here we want to see only orders that are > than the specified revenue amount.

Change the amount & the data updates automatically.



SUMIF:

The SUMIF function is particularly useful when you need to see totals segmented by category.

In our example, we see a breakdown of total revenue for the month by each department.

Just select your range, pick the criteria, and choose the column you would like to SUM.

<div> <div>AutoSave OFF</div> <div> </div> <div>SUMIF</div> <div> </div> </div> <div> <div>Home</div> <div>Insert</div> <div>Draw</div> <div>Page Layout</div> <div>Formulas</div> <div>Data</div> <div>Review</div> <div>View</div> <div>Acrobat</div> <div>Tell me</div> </div> <div> <div>Paste</div> <div>Font</div> <div>Alignment</div> <div>Number</div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> <div>Cells</div> <div>Editing</div> <div>Analyze Data</div> <div>Money in Excel</div> <div>Create and Share Adobe PDF</div> </div>								
<div>G6</div> <div> <div>fx</div> </div>								
	A	B	C	D	E	F	G	H
1	January 2022 Revenue							
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3								
4						Sales Summary By Category		
5	Order Received Date	Invoice#	Product Type	Sale Amount		Product Type	Total Revenue	
6	1/2/22	123456	Electronics	\$36,489.00		Electronics		
7	1/4/22	256789	Housewares	\$25,467.00		Housewares		
8	1/7/22	245679	Lawn & Garden	\$25,467.00		Lawn & Garden		
9	1/11/22	234567	Sporting Goods	\$65,874.00		Sporting Goods		
10	1/15/22	254879	Housewares	\$45,896.00				
11	1/17/22	457854	Housewares	\$36,548.00				
12	1/19/22	345678	Lawn & Garden	\$45,216.00				
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17	1/29/22	654897	Housewares	\$25,185.00				
18	1/30/22	256547	Sporting Goods	\$47,541.00				
19								
20								
21								
<div> <div>PROPER</div> <div>SORT</div> <div>Total</div> <div>January Sales</div> <div>February Sales</div> <div>March Sales</div> <div>April Sales</div> <div>+</div> </div> <div>Ready</div> <div> <div>140%</div> </div>								

XLOOKUP: (MS365)

If you're an old-school Excel user, there's no doubt you're familiar with V-Lookup.

X is the new & improved version, here's why:

- Lookup array does NOT have to be only on the left-hand side.
- Allows you to return multiple values at the same time.

Home Insert Draw Page Layout Formulas Data Review View Tell me									
Paste		Calibri (Body) 12		B I U		Conditional Formatting		Cells	
E12		fx		Number		Format as Table		Analyze Data	
A		B		C		D		E	
1	Item#	Item Description	Price Each	Manufacturer	Lead Time	Color	G		H
2	PN#001	Widget 001	\$156.00	Biz A	1 Week	Black			
3	PN#002	Widget 002	\$175.00	Biz B	3 Weeks	Red			
4	PN#003	Widget 003	\$256.00	Biz C	2 Weeks	Green			
5	PN#004	Widget 004	\$398.00	Biz D	In Stock	Yellow			
6	PN#005	Widget 005	\$456.00	Biz E	4 Weeks	Blue			
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That's all for today!

Follow me [@blakeaburge](#) for weekly threads on business, productivity, & building a better you.

Join over 7,000 others & check out my newsletter:

"While You Were Away"

- The best of Twitter
- In your inbox
- Every Sunday

<https://t.co/KPDWcXYbFv>

One last thing...

If you're like me & enjoy making your day more productive, check out what <https://t.co/y9mt4vGZIL> is building!

- Calendar
- Meeting notes
- Tasks—in one place

You've got nothing to lose.

The basic plan is \$0.00—forever. ■■

<https://t.co/Uo1SjNPaQW>